



UNIVERSITY OF AZAD JAMMU AND KASHMIR

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THESIS FORMAT CHECKLIST

Name of the Scholar: _____ Department: _____ Degree: _____

Session: _____ Title of Thesis: _____

- Compare this checklist with hard copy of thesis
- This form must accompany thesis when being submitted to the DASR.
- The thesis submitted for review must include all sections: all mandatory preliminary pages, chapters, appendices and literature cited.

TITLE PAGE

	Is the format consistent with the sample provided in thesis manual (Thesis manual’s page 12)?
	Did you leave the title page unnumbered?
	Is the title of your thesis worded exactly as was approved for your synopsis?
	Does the title is in Block Capital Letters and centered?
	Does your full name appear on title page exactly as it does on your academic record?
	Have you given the name of the Department/Institute and Faculty according to thesis manual page12?
	Have you listed the registration number and session of the Degree?
	Does the degree name agree with that appearing on your academic record?

PRELIMIMINARY PAGES

	Have you prepared the Certification page according to thesis manual’s page no 13?
	Does the certification is dully signed by Supervisor/supervisory committee, concerned Chairman/Director and Dean of the faculty?
	Is the format of Contents consistent with thesis manual page 14?
	Does the wording and capitalization of the section headings match exactly those in the body of your thesis?
	Does the page numbers associated with headings match exactly those in the body of your thesis?
	Are the preliminary pages, except for the title page (understood as page i), numbered consecutively with lowercase roman numeralsat the bottom in the Centre of each page?
	Are all of the preliminary pages in the correct order i.e. Title page, Certification, Dedication (optional), Contents, List of Tables (if required), List of Figures (if required), List of Abbreviations (if required), Acknowledgments and Abstract?

TEXT

	Are the page margins 3.8 cm left Binding side), 3.0 cm for right, top and bottom?
	Are all the pages numbered consecutively with Arabic numerals on the top in the Centre of each page? Is the page number at the start of the chapter marked at the bottom?
	Are all the chapters headings typed using 14 TNR font capitalized (upper case), bold and centered?
	Is the heading for chapter number in italic and justified to the right hand side of the page according to page 7 of thesis manual?
	Are all headings other than chapter heading typed using 12 TNR font bold and left justified according to page 7 of thesis manual?
	Are all the headings/subheadings assigned digital numbers according to page 6-7 of thesis manual?
	Did you organized text according to thesis manual page 3-4 i.e. INTRODUCTION, REIEVIEW OF LITERATURE, MATERIARLS AND METHODS RESULTS AND DISCUSSION, SUMMARY, LITERATURE CITED and APPENDICES?
	Did you make sure that SUMMRY, LITERATURE CITED and APPENDICES are not numbered as chapters?
	Is the bibliographic list named as LITERATURE CITED not REFERENCES?
	Have you used double spacing in the text portion of your manuscript, except for headings, footnotes, table titles and figure captions?
	Are all your tables referred to in the text by number, e.g. See Table 4.
	Do each table number and its title appear above the table?
	Do the figures appear after they are first mentioned in the text not before?
	Do photo reproduced or scanned figures meet quality standards?
	Do the figures and tables fit within the prescribed margins?
	Are your references are according to the format given at page 8-10 of thesis manual?

Student’s signature

Date

Supervisor

Chairman/Director

Approved in 18th meeting of Board of Advanced Studies & Research held on 23-09-2014.